# Durham County Council logo

# **Job Description**

| **Post title** | Headteacher  |
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| **Job Evaluation** | N/A |
| **Grade** | L16 – L22 |
| **Service** | Schools |
| **Service area** | Crook Primary School  |
| **Reporting to** | The postholder will be accountable to Governing Board and Local Authority for the leadership, internal organisation, management, and control of the school. |
| **Location** | Your normal place of work will be Crook Primary School |
| **Disclosure and Barring Service (DBS)** | This post **is subject to an Enhanced Disclosure** |

## **Description of role**

The Headteacher is to provide professional leadership and management for the school that will promote a secure foundation from which to achieve high standards in all areas of the school’s work.

## **Duties and Responsibilities**

As Headteacher you will be required to undertake such duties as may reasonably be determined by the Governing Board and to carry out the following duties in consultation with the Governing Board, the Local Authority, staff of the school and parents as appropriate:

Qualities and Knowledge

* Effectively manage the school on a day-to-day basis, provide strong leadership and promote the notion of team spirit;
* Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
* Secure a climate for the exemplary behaviour of pupils.
* To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Document relating to the Conditions of Employment of the Headteacher.
* To meet the National Standards for Headteachers as published by the DfE
* To achieve any performance criteria, objectives or targets agreed with or set by the School’s Governing Board in accordance with the requirements set out in the School Teachers’ Pay and Conditions Document.

Pupils and Staff

* Effectively deploy the teaching and non-teaching resources within the school to ensure that the targets detailed in the School Improvement Plan adopted by the Governing Board are achieved; by demanding ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils’ outcomes.
* Manage the appointment of teaching and non-teaching staff;
* Encourage the development of a culture that offers equality of opportunity to all pupils and staff;
* Ensure that the requirements for teacher appraisal are implemented and to identify and promote the delivery of the training and development needs of the staff of the school;
* Hold all staff to account for their professional conduct and practice.
* Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.

Systems and Process

* Produce, implement, monitor and review the policies adopted by the Governing Board;
* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
* Monitor the school budget, expenditure and income, and to advise the Governing Board on spending priorities consistent with the procedures of the County Council;
* Provide a broad, balanced and relevant curriculum in accordance with the demands of the National Curriculum, including the teaching of RE & promotion of SMSC for all pupils attending the school; and ensure that pupils have access to a daily act of collective worship.
* Ensure that the progress of pupils of the school is monitored and recorded and that an effective system is developed for informing parents about their child’s progress;
* Ensure that a range of legal obligations associated with the proper running of the school, including health and safety matters, are addressed;
* To promote and safeguard the welfare of all children and young people within the School by ensuring that the School’s policies and procedures relating to safeguarding children and child protection and fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively

The Self Improving School

* Produce and implement the School Improvement Plan adopted by the Governing Board;
* Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability.
* Promote high standards of individual pupil and school achievement and ensure the development of a stimulating and supportive learning environment;
* Promote an ethos in which individual pupil responsibility for learning, positive behaviour, personal development and achievement is fostered; they set high standards and expectations for high academic standards within and beyond their own schools, recognising difference and respecting cultural diversity within contemporary Britain.
* Monitor, review and evaluate the standards of teaching and learning within the school and ensure that proper standards of professional performance are established and maintained;
* Develop the role of the school within the community;
* Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
* Provide the Governing Board with sufficient advice and information to enable it to fulfil its legal responsibilities;
* Welcome strong governance and actively support the Governing Board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance.

## **Organisational Responsibilities**

### **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

To establish and manage the team communications systems ensuring that the school’s procedures, policies, strategies and objectives are effectively communicated to all employees.

### **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the council’s Health and Safety policy and procedures.

### **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

**Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imparted in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

### **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

### **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

**Appraisal**

All relevant employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

**Quality assurance**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality-of-service provision and support decision making processes.

### **Management and leadership**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

### **Financial management**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

**Professional Practice**

To ensure that professional practice in the school is carried out to the highest standards and developed in line with the school’s stated objectives of continual improvement in quality of its service to internal and external customers.

**Safer Recruitment**

This school is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to share this commitment.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.